

All Branch Chiefs, D/I

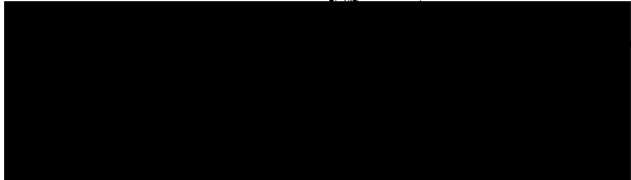
3 May 1956

Chief, Industrial Division, OHR

Records of Current Support Work

1. This is a reminder that no records are presently being kept in the IIA of current support work. When an analyst writes a CSS or Weekly Review article, or assists the CSS in writing an article, there is no permanent central record of his work.

2. Current support is an important function, and analysts should receive due credit for the articles they contribute. It would be advisable, therefore, for the branches or analysts to keep records of work for CSS including subjects, dates, contributing analysts, and hours spent. These records would be useful both in future evaluations of an analyst's work and in program planning.



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